



## Sponsor Coupons

Kansas 4-H Youth Development is able to offer "coupons" for purchase to those who wish to sponsor a percentage or the full amount of the \$15 Kansas 4-H Program Fee for youth members.

This will take the place of the "Group Payment" process that was utilized previously. Instead of submitting specific names, sponsors will submit the number of coupons they want along with payment. This new sponsor payment method will allow for greater flexibility and speed up the enrollment activation process!

Managers may view "coupon balances" in their local Extension area, which will allow them to determine if coupons need replenishment as they are used.

Sponsors must use the Qualtrics link: [Kansas 4-H Program Fee Coupon Order Form for Sponsors](#) to place all orders, which will offer a printable copy of their responses to serve as their invoice.

There are two types of coupons available:

### **County-based**

A sponsor purchases a specific number of Program Fee coupons. Once the State 4-H office receives payment, a unique "coupon code" is created for the county and is emailed to the sponsor. The sponsor distributes the coupon code to the desired youth. Youth must use the coupon code prior to enrollment submission to receive the discount.

### **Club-based**

A sponsor purchases a specific number of Program Fee coupons. Once the State 4-H office receives payment, a unique "coupon code" is created for the club. There is no coupon code to distribute. The discount is applied automatically when the youth enrolls in the club during the online enrollment process.

Sponsors may purchase coupon codes to pay a percentage of the program fee (10%, 25%, or 50%) or for the entirety of the program fee (100%). The cost breakdown for these percentages is:

- 10% = \$1.50
- 25% = \$3.75
- 50% = \$7.50
- 100% = \$15.00

## Sponsor Coupon Q & A

**Q:** How does a sponsor purchase coupons?

**A:** By submitting an order via [Kansas 4-H Program Fee Coupon Order Form for Sponsors](#) and mailing payment to the State 4-H office as indicated on the online order form.

**Q:** How long will it take for a coupon code to work?

**A:** Once both online order and check payment is received, it will take the State 4-H Office no more than 10 business days to process payment and create a coupon code. Please take into consideration additional time for mailing.

**Q:** How will the family or County Manager know if a coupon works?

**A:** If the coupon code is working, the appropriate discount will be applied to the youth's enrollment. If the coupon code isn't working, a message will appear stating the coupon is not valid.

**Q:** What happens when the funds supporting a coupon "runs out" of money?

**A:** When the sponsor's coupons are depleted, the coupon code will not work unless the fund has more donations added to it.

**Q:** What if a family forgets to enter their coupon code?

**A:** If a family forgets to enter their coupon, the system will ask them to pay the full Program Fee amount.

**Q:** Can a County Manager add a coupon code to an enrollment?

**A:** Yes, but it must be added prior to local approval.

**Q:** Can a coupon be added to an enrollment after local approval?

**A:** No. There is not a way to retroactively apply a coupon after approval has occurred.

**Q:** What if a family did not add their coupon code and they have an online payment pending for the Program fee?

**A:** A County Manager may add a coupon prior to local approval. If the coupon is for 100% of the program fee, no fee will be available for an online payment to occur.

**Q:** What if a family did not add their coupon code and they chose to mail a check payment for the full amount of the Program fee?

**A:** If the family has made payment on their own, they may see if their sponsor is willing to reimburse them.

## Sponsor Coupon Q & A (*continued*)

**Q:** Can a coupon be removed by a County Manager?

**A:** Yes. The coupon code may be removed prior to local approval. The County Manager may also send back the enrollment, which will remove the coupon.

**Q:** Are coupons refundable?

**A:** No. Coupons are not refundable; however, any unused “County-based” coupons will rollover and be available for use next year in the same county and any unused “Club-based” coupons will rollover and be available for use next year in the same club.

**Q:** Can the same coupon code be used for several counties, such as in a district?

**A:** No. Unfortunately, the system is only able to accommodate a unique code for one county or one club.

**Q:** We are a district. If coupons are depleted in one county, can we transfer coupons from one of our other counties?

**A:** No. Unfortunately, funds and coupons cannot be transferred from one county to another.

**Q:** A coupon was used by a youth who left/quit. Can their coupon be credited back to the fund and used for a different youth?

**A:** No. It is not possible to refund or transfer “used” coupons.

**Q:** Can a coupon code be activated without sponsor payment?

**A:** No. It is not possible to create a coupon code without money in the sponsor’s fund.

**Q:** If a coupon is applied to a youth enrollment, when will they become “Active?”

**A:** If the youth's Program Fee balance is zero, they will become "Active" once local approval occurs.